

CITY OF MILPITAS  
LIBRARY ADVISORY COMMISSION  
Monday, November 17, 2003

**UNAPPROVED MINUTES**

A. Chairperson Hay called the meeting to order at 7:00 pm.

**B. ROLL CALL**

Members Present: Margie Stephens, Diane Davis, Trinidad Aoalin, Sen Fan, Marilyn Hay, Carmen Montano, Sonny Wang

Alternates Present: Titus Cascaro

Members Absent: Sen Fan (arrived at 7:10 p.m.), Yu-Lan Chou

County Staff Present: Linda Arbaugh, Community Librarian  
Melinda Cervantes, County Librarian

City Staff Present: Aaron Bueno, Recreation Program Coordinator  
Lisa Ciardella, Public Services Clerk  
Greg Armendariz, Assistant City Engineer

City Council Present: Patricia Dixon, Vice Mayor

**C. SEATING OF ALTERNATES:**

Due to absence, Alternate #1 Titus Cascaro was seated.

**D. APPROVAL OF MINUTES:**

MOTION to amend the Minutes for September 15, 2003 as follows: Section 1.1, the last sentence of the second paragraph should read: Ms. Cervantes responded that the timeline of other building projects are typically eighteen to twenty four months.

In the County Librarian's Report, the second paragraph should read: "Silicon Valley Reads One Book One Community", is a program that is open to the public. The criteria is that the book be at high school reading level.

In the Community Librarian Report the first statement should read: one half-time Children's Librarian resigned.

M/S Davis/Stephens. Unanimous.

**E. ANNOUNCEMENTS/CORRESPONDENCE:**

Chairperson Hay announced that Frances Woodworth, former Senior Advisory Commissioner, passed away on November 13. A Memorial Service will be held on November 20, 2003 from 1:00-1:30 P.M.

**F. CITIZENS FORUM:** None.

**G. ADOPTION OF AGENDA**

MOTION to approve the Agenda for November 17, 2003. M/S Davis/Aoalin. Unanimous.

## **H. OLD BUSINESS:**

### **1.1 Library Building Project Update**

Greg Armendariz, Assistant City Engineer, reported that there are eight major elements of the Library Building Program to be completed by the end of the year. There is a need for 60,000 square feet, with all the square footage of the existing building used. The Library will be a two story lay out with 3 service centers. One will be a circulation desk, while the others will be a reference desk in the children's and the adult area, respectively.

The Environmental Impact Study Report is underway. No significant impact on traffic is expected. Commissioner Stephens questioned how there could be little impact on traffic. Mr. Armendariz responded that the required traffic signals are already present. The Public Works Corporation Yard has posed a haz-mat issue, but clean up has begun and will continue. Utility relocations will be underway shortly.

Commissioner Davis questioned Mr. Armendariz about the seismic retrofitting of the historical building. Mr. Armendariz said that the seismic retrofitting will be incorporated in the project.

Mr. Armendariz stated that proposals from architects have been requested with the architect selection being based on qualifications and then cost efficiency.

Commissioner Montano questioned if there was a theme of the design. Mr. Armendariz responded that one has not yet been selected.

There will be a library sub-committee meeting on November 25, 2003 at 6:00 P.M., in the Committee Room.

### **1.2 Work Plan Status Report**

The Library Advisory Commission has been creating a "Goals and Objectives". The title of the document has been changed to "Work Plan". Commissioner Davis suggested that the by-laws be an appendix in the hand book. Commissioner Montano would like to have input for the handbook from everyone.

MOTION to continue and bring it to the January 12, 2004 meeting.  
M/S Davis/Montano. Unanimous.

### **1.3 SCC Library Tax Measure Extension**

Ms. Cervantes, County Librarian, reported a favorable response to the Tax Measure Survey. An \$8 tax increase for single family homes for seven years will sustain the library for a period of time. The City of Campbell's library will hold a public hearing on December 3, 2003. Following the hearing, the JPA will work on the ballot language. The Tax Measure Extension is being considered for the March 2, 2004 ballot. Ms. Cervantes stated that the library's web page has more information about the measure. Chairperson Hay announced a campaign kick-off on December 6, 2003 from 10:00 A.M. – 11:30 A.M. at the campaign headquarters.

**I. NEW BUSINESS**

- 1.1** None

**J. OTHER BUSINESS**

**1. Friends of the Milpitas Library**

Commissioner Davis announced a one day book sale on February 7, 2004.

**2. County Librarian Report**

Melinda Cervantes, County Librarian, reported "Silicon Valley Reads One Book One Community" has selected Fahrenheit 451 as the featured book.

**3. Community Librarian Report**

Linda Arbaugh, Milpitas Community Librarian, reported the following:

- The library building has had a few leaks from the rain.
- The library is about 10% busier at this time than last year.
- The self-checkout usage is up to 17% of total checkouts.
- Milpitas is a participant in the City that Reads Program.
- Two performances, a Vietnamese Program with about 150 people in attendance, and a Chinese Harp Performance with about 91 people in attendance were held.

**4. City Council Report**

Vice Mayor Dixon announced the grand opening of Interstate 880 was held.

**5. City Staff Report**

Aaron Bueno, Recreation Services Program Coordinator, reported the following:

- The Annual Tree Lighting Ceremony will be held on December 1, 2003 at 7 P.M.
- 300 tickets for Milk and Cookies with Santa, which will be held on December 13, 2003, sold out in 2 days.

**6. Future Agenda Items**

Electronic Minutes

**K. ADJOURNMENT:**

MOTION to adjourn meeting at 9:00 p.m.

M/S Davis/Montano. Unanimous.

Respectfully Submitted,  
Lisa Ciardella